

CAPITAL IMPROVEMENT PLANNING COMMITTEE
Minutes of Meeting September 30, 2013

The Committee met at 2:00 pm in Town Hall Room A and adjourned at 2:45 pm. Linda Sanders presided until the election of a new chair. Present were Selectmen Erin Battistelli and Eliza Lucas, Town Administrator Linda Sanders, Town Accountant Roberta Josephson, Finance Committee members Bill Wagner and June Michaels. Town Treasurer Carrie Arnaud was absent.

1. Election of Chair. June Michaels nominated, Roberta Josephson seconded and the committee elected Erin Battistelli chairman.

The two Finance Committee members will assist in preparing spreadsheets and June will keep the minutes.

2. Election of Vice-Chair. June Michaels nominated, Eliza Lucas seconded and the committee elected Bill Wagner vice-chair.

3. Letter to department heads. Linda Sanders will send out the letter informing department heads how to complete their capital outlay requests. This needs to be done very soon to get the annual budget process underway. Erin Battistelli will send members of the committee a copy of last year's letter and form; she will coordinate suggestions to Linda on updating the letter.

The committee felt that three weeks should be given departments to submit their requests from the date the letter is sent. Hopefully the departments will find this year's budget process easier than last year due to preparing detailed five-year plans for FY2014.

4. Schedule. Erin will call the department heads and set up meetings, tentatively:

- Monday November 4, 2 pm - Information Technology department
- Tuesday November 12, 2 pm - Administration, Library, miscellaneous departments
- Monday November 18, 2 pm - Public Safety
- Monday November 25, 2 pm - School Department
- Monday December 2, 2 pm - D. P. W.
- Wednesday December 4, 2 pm - D.P.W., Water, Sewer
- Monday December 9 - review and prioritize requests
- Monday December 16 - finalize recommendations to Board of Selectmen

The committee may schedule additional meetings as needed, including meeting with bond counsel.